



THE GATEWAY



No. 3-97

Information for the USAR Full-Time Support Community

Summer 1997

AGR Program looks for 'a few *GREAT* soldiers'

By Sgts. 1st Class Thomas Bossard and Dawn Guild, *Operations Division, FTSMD*

Just as the Marine Corps used to advertise "Looking for a few good men," the U.S. Army Reserve AGR program is looking for a few *great* soldiers.

The AGR program needs quality soldiers — soldiers like the specialist who looks, acts and works like a soldier at every drill. The program needs the sergeant who displays leadership skills essential to an NCO or the lieutenant who always takes time to listen to suggestions from her soldiers.

Why should AGR soldiers be concerned with bringing new soldiers

on tour? The answer...readiness.

The AGR Program is an integral part of Army Reserve readiness. AGR soldiers are the backbone of the Reserve units in which they serve. They are example setters, providing depth of experience in core competencies. How well AGR soldiers fulfill their mission depends greatly on the number of soldiers to fill the high priority positions. Enlisted MOSs most critical to readiness are 31 (Signal), 51 (General Engineering), 63 (Maintenance), and 77 (Petroleum and Water) series. In the company-grade officer arena, the AGR program is short in Engineer, Signal Corps, Civil Affairs, Nurse,

Finance, Chemical, Transportation and JAG branches. The AGR Program is also looking for qualified officers in functional areas of 46 (Public Affairs), 49 (OR/SA) and 53 (Automation). In addition, the program needs warrant officers in personnel (420) and logistics (920) specialties.

Although FTSMD is asking for all interested soldiers to apply for AGR duty, the AGR program mostly needs junior soldiers who can grow with the program and contribute on a long term basis. The program needs specialists, sergeants, junior grade warrant officers, lieutenants and captains. Soldiers who don't
see Great Soldiers, page 2

Few funds for Airborne school

By Maj. Jeffrey R. Kemp, *Operations Division, FTSMD*

Several AGR soldiers have asked about attending professional development courses such as Airborne, Air Assault, or Ranger School TDY enroute to their next assignment. Although the active Army uses these schools for professional development, the AGR program does not.

The primary reason AGR soldiers are not routinely sent to these schools is financial. The AGR program, like the rest of the Army,

continues to face severe cutbacks in funding for military education. In order to ensure a fully trained force, AGR soldiers are routinely sent to courses and schools that will increase their value to the Army Reserve.

This means that when AGR soldiers attend follow-on functional training in a TDY enroute status, they usually will attend a course or school that relates directly to their new duty assignment. If an AGR soldier is reporting to an airborne or air assault unit and not already air-

borne or air assault qualified, FTSMD will authorize the appropriate school. Last year, FTSMD sent two soldiers to Airborne School, and none to Air Assault or Ranger School.

AGR soldiers attached to Reserve units can also attend schools and courses funded by their units. Requests for unit-funded schools or courses are not forwarded to FTSMD. The command will decide if the AGR soldier will attend the requested school.

Pittman's points...

By Col. Bruce Pittman



Permanent station moves should meet needs of Army

Although “needs of the service” has always played a major role in the attachment (assignment) and reattachment (reassignment) of AGR personnel, it is now the prevailing criteria used.

In AR 140-30, (Active Duty in Support of the United States Army Reserve and Active Guard Reserve Management Program) 1 Sep 94, paragraph 4-4, length of attachments, will be deleted from the next change. This means that permanent change of station moves will be based on the needs of America's Army, instead of tour stabilization. Although stabilization was never guaranteed, officers could usually plan for a four year tour while enlisted soldiers could plan on five years. Members of the current and future AGR force must prepare themselves and their families to move more frequently if the needs of the service dictate.

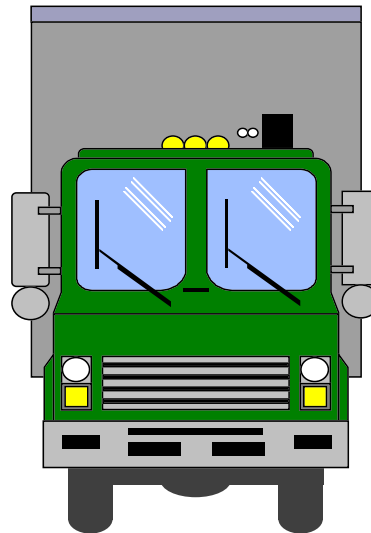
This change in personnel management philosophy came about, in part, due to the downsizing of America's Army and the larger role the USAR plays in the U.S. National Military Strategy. The full-time force, which includes active Army, AGR, and civilians, is one of the keys to readiness of USAR units. Therefore, it is incumbent upon the Full Time Support Manage-

ment Directorate to ensure that Force Support Package Units, CONUS Support Package Units, and other early deploying high priority units are at or close to 100% fill.

This approach also supports the Chief, Army Reserve's guidance that the AGR Program would be a strong viable career program for those who do well. Key assignments at all levels, along with appropriate professional resident training, where possible, will help FTSMD fulfill its vision of providing the finest, full-time support personnel to the USAR in support of America's Army.

Based on the needs of the service, AGR assignments are made on a fair

and impartial basis using career models which consider training, experience and performance.



Great Soldiers continued from first page

hold any of the aforementioned specialties but who are top-notch performers may be eligible to retrain in a shortage specialty.

Too often it seems easier to say, “No, it's not my job; I can be successful without helping.” However, remember that while all branches of

the U.S. military have recruiters working for them, the USAR AGR program has no dedicated recruiters. That is where AGR soldiers come into play. Recruiting the AGR force of tomorrow is an implied task for every AGR soldier on tour. The mentality that “this is not my job” is wrong. AGR soldiers are shareholders in the AGR Program. When the program succeeds, the Army suc-

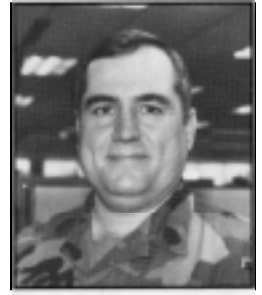
ceeds.

Help FTSMD contribute to Army Reserve readiness. Make some calls today to those soldiers who will contribute greatly to the AGR Program.

To request an AGR application, call FTSMD at (800) 325-4118 and select option 5. For assistance helping soldiers complete the application packet, contact the Boards Section at extension 1350.

Nicholas notes...

By Sgt. Maj. Sam Nicholas



Change: To make a difference

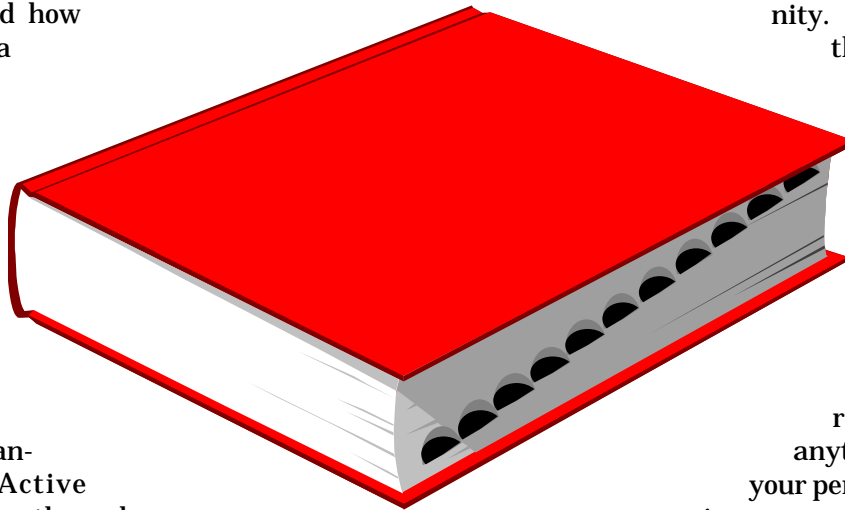
Change. A simple word defined by Webster's as;

1. to make a difference: ALTER, 2. to give a totally different form or appearance to: TRANSFORM.

Have you ever noticed how some people view life in a positive way and others in a not so positive way? I guess it is the half full versus half empty theory. This is the way some people look at change in the Army. I suppose it all depends on which side of the actions you are on.

On the personnel management side of the Active Guard Reserve program, there have been many changes over the past six years. Needless to say, some of the changes occurred due to the drawdown. These are the reshaping and retooling efforts the off site agreement provided us several years ago. Other changes were implementation of enlisted retention control points (RCP) and qualitative management program (QMP).

The next edition of the enlisted separations regulation, Army Regulation 635-200, drastically changes the QMP. With the new change, a "discharge program" for those soldiers found to have documented substandard performance, will be in effect. The new chapter of the regulation provides the same notification procedures currently in use under current QMP. The main difference is identification of QMP as an exercise of secretarial separation authority under law, as delegated to the Department of the Army Deputy Chief of Staff Personnel or designated representative.



So what does this mean to the average soldier? Nothing, unless you fail to perform your duties as required. Also, take care to update your records each time you have the opportunity. Soldiers now update their records annual-

ly, normally during their birth month. However, you don't have to wait till your birth month. Any time you have a change in address, addition or deletion of a family member,

receive an award or anything that may affect your personnel file, don't hesitate to update your records!

Remember, you have control over what a promotion/QMP board sees. If it's good, you always want it in your record. If it's bad, it doesn't take long for it to show up in your record.

Do the right thing, and regulation changes will not affect you.

The Gateway

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What's new for you in USAR

FTSMD provides records review

By Sgt. 1st Class Jay Schreiber,
Enlisted Management Division,
FTSMD

Each year, AGR soldiers are provided a personnel records review packet, sent directly to their current home address, as shown on the AGR Management Information System (AGRMIS). All enlisted soldiers are forwarded a copy of their DA Form 2-1 and DA Form 2A to facilitate annual audits as well as promotion and QMP board review according to the following schedule:

RANK AUDIT MAILED BY
SPC/SGT AUGUST
SSG DECEMBER
SFC/MSG MAY
SGM/CSM APRIL

Due to continual board preparation process, commands are encouraged to obtain any desired copies of the above personnel documents directly from the soldier. Individual soldiers should supply copies of their yearly review packet to their command personnel service NCO or full-time support representative. FTSMD enlisted points of contact are broken out alphabetically as follows:

A-GO—SFC Fitzgerald, Ext. 1217;
GR-O—SFC Schreiber, Ext. 1771;
P-Z—SFC Mackin, Ext. 1763.

Open EFT accounts needed for PCS pay

By Staff Sgt. Phil Johnson,
Operations Division, FTSMD

If you're military and traveling, don't leave home without it— an open electronic fund transfer ac-

count. An EFT account is mandatory for all travel payments to all military personnel. This includes having an account open for, but not limited to, temporary duty, permanent change of station and local travel claims.

Travelers in PCS status should leave an account open, either at their old permanent duty station or have a new account opened at their new permanent duty station **before** settling their voucher.

If no account is designated when a travel claim is filed, the travel payment should default to the account your end of month pay has designated. However, it is highly recommended that when submitting a travel claim that you include Standard Form 1199A (Direct Deposit Sign-Up form).

Complete section #1 of SF 1199A. In block F place an "X", in the "other" box print the word "travel" on the line. Complete section #2 by entering the appropriate agency to which you will file your travel voucher.

The bottom line is...

no EFT information — no payment, until such information is provided. (SSG Johnson is the accounting NCO at FTSMD)

AGR families get 'exceptional' help

By Sharon Nahlen, Officer
Management Division, FTSMD

Perhaps you've heard about it; perhaps you haven't!

Army Regulation 608-75 is the governing regulation for the Exceptional Family Member Program, and it does apply to AGR soldiers. Soldiers who have a dependent with a special medical or education need

should refer to this regulation.

The EFMP works with military and civil agencies to provide medical, education, community support, housing, and personnel services to families with special needs.

A worldwide EFMP workshop was held April 14-17 in Louisville, Ky. The theme of the workshop was "Moving EFMP into the 21st Century." Army Community Service EFMP managers, medical treatment facility EFMP personnel, and military in/out-processing personnel met to discuss and address issues facing the Army and DOD personnel who are or need to be enrolled in the program.

While fulfillment of the Army's mission is the number one objective, taking an active role in accommodating the needs of our soldiers and their families is a major consideration. It is imperative that the Army be made aware of special family needs. Some areas where a soldier is assigned may not be able to accommodate those needs. Additionally, failure of a soldier to provide information about a family member with a special medical or educational need may preclude successful processing of an application for family travel. Remember, the EFMP exists to assist you, but it is your responsibility to identify yourself for enrollment.

(Sharon Nahlen is the Chief, Special Actions Branch, FTSMD)

Upcoming boards

The AGR command sergeant major selection board, and sergeant major and command sergeant major Qualitative Management Program Board convene Aug. 19-29.

AGR master sergeant and sergeant major selection board, and master sergeant and sergeant first class QMP board meet Sept. 21 through Oct. 14.

Write evaluations honestly

By Lt. Col. Noel Thomas, *Senior Officer Enlisted Management Office, FTSMD*

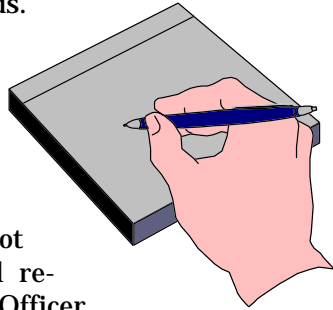
Personnel managers at the Full Time Support Management Directorate receive countless calls questioning why a person was selected for promotion or assigned to a unit when he or she has failed to meet standards.

Questions like; "why did you assign an overweight soldier to my unit" or "this individual should never have been selected for promotion because he cannot do the job." One call received by the Senior Officer

Enlisted Management Office at FTSMD was for a command requesting that a soldier not be assigned to one of its units because the soldier was "worthless." Yet, the person calling had given the soldier an above average evaluation during a previous assignment there.

In almost every case, what is reported on an evaluation makes a soldier appear outstanding.

By regulation, evaluations are used to select the "best qualified" individuals for promotion and for assignments to positions of higher responsibility. Evaluations are also intended to improve performance and professional development by increased emphasis on performance counseling. The evaluation report is used to ensure good personnel management decisions



are made and that an individual's potential can be fully developed.

If a soldier has ever been in a rating chain, he knows that it is a very difficult part of the job to tell a soldier that he failed to meet standards. However, if the evaluation process is done correctly, the soldier is given several opportunities to sit down and discuss his performance.

At the end of a counseling session, the soldier should know what area needs improvement, what is required to achieve standards and have a period of time to work on improving his performance. If the soldier improves, the rater has helped the soldier, the unit and any future unit to which that soldier may be assigned. Failure on the part of the rater to do what is right on an evaluation, passes on a problem to the next unit and, more importantly, prevents a marginal soldier from becoming a successful soldier.

The next time an evaluation is due, ask yourself, "what does my signature mean on an evaluation?" Is the reporting of a soldier's performance accurate or is it giving the soldier a rating equal to everyone else (inflated)? If a rater gives an honest, fair evaluation of a soldier, he should then sign the evaluation form. However, if it does not accurately reflect a soldier's performance, the rater must remember that he is signing an official document. What is reported indicates the rater's integrity. The bottom line is, when dealing with soldiers, officer or enlisted, do the right thing. What is written in an evaluation is vital to the success of a unit and the future of the Army.

Army releases Sgt. Maj. academy enrollment policy

The U.S. Army Sergeants Major Academy through HQDA ODC-SPER has released its enrollment policy as contained in AR 140-158, (Enlisted Personnel Classification, Promotion and Reduction), 1 Sep 94.

AGR soldiers conditionally promoted to sergeant major or command sergeant major must be enrolled within 12 months of the promotion

effective date. Only those AGR soldiers who are selected by the CY 96 HQDA USAR AGR SGM Promotion Board as a primary (auto select) or as an alternate will attend the Sergeant Major Course in CY 97. Per AR 140-158, AGR soldiers must attend the resident SMC. Exceptions to enroll in the nonresident course will be forwarded through the chain

of command and through FTSMD, ARPC-ARE, P.O. Box 46906, St. Louis, Mo., 63146-6906 to OCAR, DAAR-PE-P, 2400 Army Pentagon, Washington, D.C. 20310-2400.

(Editor's note: *Reprinted from USAR home page of a message from headquarters, Department of the Army, Deputy Chief of Staff for Personnel Office*)

Military Technicians

Feedback forum. . .

Q. Could you please clarify the current policy on miltechs who want to voluntarily transfer to the retired reserve, but keep their civilian job?

A. This is the most often asked question by miltechs in the field. The answer is still no.

Miltechs are not allowed to voluntarily end their TPU service, transfer to the Retired Reserve and still keep their civilian job. TPU status is still considered to be of paramount importance and is what defines the miltech program. As a condition of employment, miltechs assigned to TPUs must maintain an active TPU status.

(Note: Miltechs employed at support activities need to maintain TPU or IMA status).

Army Regulation 140-315 (Military Employment and Utilization of USAR Military Technicians) specifically states that loss of military status voluntarily is within the control of the technician; therefore, voluntarily transferring to the Retired Reserve would end their condition of employment and that is prohibited.

Q. What current policy issues are being pursued that may affect the overall management of the miltech program?

A. Numerous issues are under discussion and pending resolution.

The DOD Full Time Staff Directive 1205.18 has recently been signed and published, but implementing guidance has not yet been

written or disseminated.

AR 140-315 and a new OPM (Office of Personnel Management) agreement are in draft form and pending publication. Other issues, such as extending MYOS and MRD dates for miltechs and defining compati-



bility for newly hired miltechs (hired after Feb. 10, 1996), are in draft form and under consideration.

Q. If AGR and TPU soldiers can get incentives, why can't miltechs?

A. Good question. First, to clarify one difference, miltechs are allowed to claim benefits under the provisions of the Montgomery GI Bill because it is considered an "entitlement." All reservists, including

miltechs, are entitled to Montgomery GI Bill education benefits. However, miltechs are not afforded benefits of any of the other Selected Reserve Incentive Programs because of their "incentive" designation. Basically, this means that miltechs have a condition of employment to be in a certain TPU in order to obtain and maintain their civilian job status. Thus, there is no incentive necessary for them to enlist or reenlist for a specific unit or MOS. Currently, the USARC Partnership Council is reviewing the incentive policy as it applies to miltechs. Further information will be provided as it becomes available.

Q. Why were there only two ARTET courses scheduled for FY97 for newly hired miltechs?

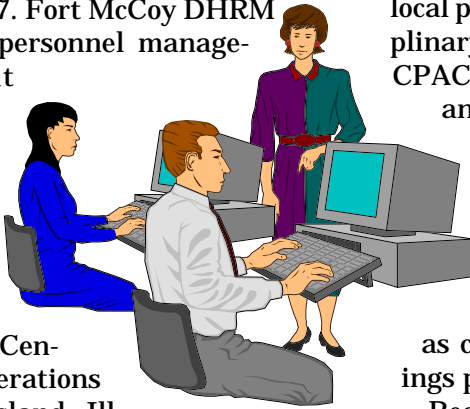
A. Unfortunately, when information was needed to determine how many ARTET classes were going to be needed for FY97, student attendance at scheduled ARTET classes during FY96 was very low. However, as the ARTET class became more popular and more miltechs became aware of the benefits of the course, reservations for ARTET classes increased, but class dates for FY97 were already set. Both ARTET classes for this fiscal year were high in attendance. Student reviews of the ARTET class are highly favorable. Look for the schedule of FY98 ARTET classes in this issue. Newly hired miltechs are encouraged to make a reservation for one of the five scheduled classes through their ATRRS operator as soon as possible.

Military Technicians

McCoy CPAC to improve service

A reorganization at Fort McCoy, Wis. Directorate of Human Resources (DHRM) is helping staff members prepare to fulfill a new role in a Civilian Personnel Advisory Center (CPAC). The CPAC-like structure was implemented March 17. Fort McCoy DHRM currently provides total personnel management support for about 6,000 military technicians.

According to a Department of the Army reorganization plan, Fort McCoy CPAC is scheduled to begin operating Sept. 1, 1998, and will be working in coordination with North Central Civilian Personnel Operations Center (CPOC) at Rock Island, Ill. The CPOCs and CPACs were created to increase efficiency of civilian personnel actions and align the civilian personnel workforce to reflect the size and needs of a downsized military and federal civilian workforce. Ten CPOCs have been established Army-wide.



CPOCs will handle major personnel issues such as processing of all personnel actions, classification of positions, maintaining official personnel folders, and all position recruitment. CPACs will offer assistance with local personnel issues such as labor/management, disciplinary actions and employee benefits. In addition, CPACs will provide advice about recruitment strategies and position management.

Automation is an integral part of a regionalization effort. It is being used to allow civilian personnel to leverage economies of scale and technology to achieve its end goal of one personnel list serving 88 employees. Eventually, everything dealing with personal benefits, such as changing health insurance options or thrift savings plans, will be done through computers.

Reorganization reduced DHRM divisions from eight to four. This plan offers customers one-stop service instead of going to several different divisions for information and service.

(Ed. note: Story from Fort McCoy TRIAD)

Merit promotions on web site

Fort McCoy bi-monthly merit promotion announcements are now available via the ARPERCEN/FTSMD/MTSO web site:

<http://www.army.mil/usar/arpercen/ftsmd.htm>.

Web site browsers can go "on-line" and click on the Military Technician Support Office home page and then click on one of two choices to download the job announcement. After downloading a file, a user can view the job announcement. Information about miltech issues and current policy initiatives is also available.

Note: The former MTSO bulletin board service via the USARC bulletin board is no longer available. A decision was made to disseminate miltech policy information, current initiatives and job announcements via the web site source.

Miltech entry courses announced

The Army Reserve Readiness Training Center (ARRTC) has announced that five Army Reserve Technician Entry Training (ARTET) classes will be conducted during FY98. A list of class numbers and course dates follows:

CLASS NO.	DATES
339-98	Oct. 20-24, 1997
386-98	Dec. 1 - 5, 1997
340-98	June 26-30, 1998
341-98	May 4 - 8, 1998
342-98	Aug. 17-21, 1998

All classes will be conducted at the ARRTC, Fort McCoy. The ARTET course number is 9300.

Hiring freeze thaws

The USARC Commanding General, Maj. Gen. Max Baratz, lifted the civilian hiring freeze May 12. Commands must determine top priorities for fill and indicate this information on the Standard Form 52s that are submitted to the Civilian Personnel Office. Commands are allowed to recruit up to FY98 authorized end strength as reflected on 2098 TDA. External recruitment may be initiated in conjunction with merit promotion announcements.

Depending upon the grade and the location of the vacancy, it may not be necessary to issue a merit promotion announcement.

The hiring freeze is being lifted in order to meet

critical needs and FY98 end strength. Funding is still constrained. Thus, the restriction on overtime and monetary awards will continue.

No cash awards or quality step increases will be approved or processed for rating periods ending Oct. 31, 1996 through Oct. 30, 1997. Commands are encouraged to use nonmonetary awards to recognize eligible employees. Compensatory time must be closely monitored to ensure accrued hours do not reach unmanageable levels. Supervisors are reminded of their responsibility to monitor use of "use-or-lose" annual leave. *(excerpts taken from a USARC memorandum, dated May 9, 1997)*

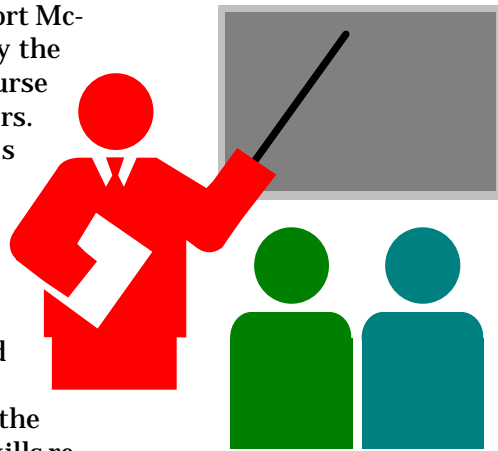
Program managers get new course

The Army Reserve Readiness Training Center (ARRTC), Fort McCoy, Wis., has been tasked by the USARC to develop a new course for USAR program managers. The Program Manager's Course (PRMC) is being designed for USAR program managers at USARC, Regional Support Commands, Direct Reporting Commands and other selected commands.

The PRMC will address the duties, responsibilities, and skills required by program managers to improve program development and performance. Likely topic areas are legislative mandates covering the Government Performance and Review Act, the program planning process, the budget process, and program analysis and evaluation.

The PRMC is under development. The first pilot class is tentatively planned for late first quarter of FY98. For more information on the PRMC, miltechs can

contact the Instructional Course Team Leader, Ken Niccum, at commercial (608) 388-7197 or DSN 280-7197.



Upper level CLAS course to begin

The USARC has tasked the Army Reserve Readiness Training Center to develop a new course to provide USAR managers with the skills needed to effectively utilize the Center

Level Application System (CLAS). The target audience is somewhat varied. Although it is mainly focused for Regional Support Command personnel staff members, other RSC or Direct Reporting Command staff section members may attend. Occasionally, the course may be supplemented by BLAS/MLAS users from Brigade/Battalion level units.

This new upper level CLAS management course covers topics such as personnel operations, individual personnel orders, unit manning requirements and mobilization. Functional operations, such as resource management, ADARS and requests for orders are also covered. Communications (unit data files and user files), data analysis and management, software systems maintenance and troubleshooting round out the course.

The CLAS Management Course is currently being developed. The first pilot iteration is tentatively scheduled for late FY97. For more information about the new CLAS course, contact Glen Due at (608)-388-7252 or DSN 280-7252.

Retire early— buy back your military time

By Catherine Ferguson

WASHINGTON (Army News Service, March 17, 1997) — Waiting until the last moment before thinking about retirement might end up costing some civilian military technicians more than stress.

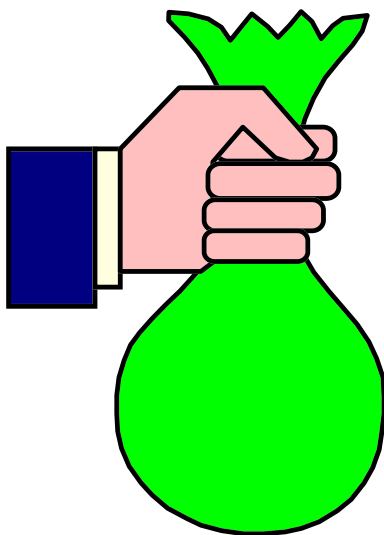
Civilian employees with prior military service may not have as many years of federal service for retirement as they thought.

Before military time can be applied toward civil service retirement, in most cases the employee has to “buy back” the active duty time.

Public Law 97-253, dated Sept. 8, 1982, provides federal employees the opportunity to buy into the civil service retirement fund for military service performed after 1956. The law divides employees into two groups — those covered by Civil Service Retirement System prior to Oct. 1, 1982, and those who first became subject to Civil Service Retirement System deductions after Oct. 1, 1982. Those in the latter group must pay the deposit to receive credit for military service in their CSRS or Federal Employee Retirement System annuity.

Those covered by CSRS prior to Oct. 1, 1982, may choose not to pay the deposit and still receive credit for their service in their annuities. But if they are eligible for Social Security benefits (i.e., they have 40 quarters of Social Security coverage at age 62), at that time they will lose credit for military service in their CSRS annuities and their annuities will be reduced. If they pay the deposit, they will receive credit for their military service under both CSRS and Social Security.

Many have worked as civilians for years under the mistaken assumption military service is automatically credited toward civil service retirement. In one recent case, an employee was informed one week before retirement he would have to buy back his military time to have it credited toward his retirement.



According to Mary Sugar, chief, Agency Support Services, Office of Personnel Management Retirement and Insurance Service, “People should start planning long before retirement by asking questions. Our advice is that people should start formal planning for retirement about five years in advance.”

It is not mandatory for civilians to buy back active duty-time, said Sugar. For many people, it is a good idea to buy back time, but for others, it may not be a good investment.

“Someone with military retirement pay who wants to retire under the Federal Employee Retirement System would probably be better off keeping their military retirement pay. People just have to do the arithmetic and figure out how that would affect their retirement check. It’s a very personal decision,” said Sugar.

Although active-duty time is automatically considered for reduction-in-force purposes, it is not automatically considered for retirement pay, according to Sugar.

New civilian employees with active-duty service have three years to buy back their time. After that, the government charges interest on the money that needs to be paid back to buy retirement time. Therefore, it is best that employees request the amount of military earnings soon after beginning work. Employees then know how much the deposit is and can choose to pay it before interest begins accruing.

The interest is charged on a percentage of their military earnings, and the rate is tied to Treasury earnings. In 1997, it is 6.875 percent. “But in the past, it has gone as high as 13 percent,” said Sugar.

To “buy back” military service time for civil service retirement, former military members must get their estimated earnings from the appropriate finance center.

Employees must use a separate request for each branch of service. They attach a copy of their DD Form 214 or equivalent and any available records of pay or promotions to the Request for Earnings during Military Service form provided by their civilian personnel office.

Employees who do not have a DD Form 214 or equivalent can get a Standard Form 180 from their personnel office and have their service verified before forwarding the request form to the pay center. The pay center cannot provide estimated earnings unless verification of service is attached.

Advanced course 'warrants' attention

By CW3 David Stone, *Officer Management Division, FTSMD*

It's a normal day in St Louis. The phone rings in the Warrant Officer Management Office at FTSMD, and a customer has some questions about Warrant Officer Advanced Course (WOAC). Listen in.

"Chief, since I was selected for promotion to three (CW3), when can I go to the advanced course?" asks CW2(P) Smitty.

"If you are eligible for PCS in the next couple of years, we'll send you to the course enroute to your new duty station," I answered. "Have you completed the Prerequisite Studies for WOAC yet?"

"No, what do you mean?"

"The Warrant Officer Career Center at Fort Rucker administers a correspondence course called Prerequisite Studies for WOAC. Everyone takes the course before attending resident WOAC, regardless of MOS. You may enroll over the phone. Just call Katha Nickerson at DSN 558-3697 or commercial (334) 255-3697. She'll send you the course."

"Does that mean I'll go to the two-week WOAC?"

"No, this correspondence course goes to all warrant officers in the active Army, National Guard and USAR. As an AGR soldier, you will attend resident WOAC for your MOS. When you complete prerequisite studies, send me the completion notice with your application for WOAC."

"Thanks, I'll get right on it."

"When should I take the Warrant Officer Advanced Course (WOAC) for my military occupational specialty?" "What are the prerequisites?" "May I take the Reserve Components configured course instead of the longer resident course?" As a personnel manager, I hear these questions often.

The four levels of warrant officer PDE listed below develop technical, tactical, staff, and leader skills that we need to successfully contribute to and succeed in the USAR. These courses are now (since Jan. 1, 1994) tied to promotions.

Warrant Officer Basic Course (WOBC) [Military education code —

N], entry-level training and certification at grade level WO1, required for promotion to CW2 and CW3.

Warrant Officer Advanced Course (WOAC) [Military education code — M], advanced training at grade level CW3, required for promotion to CW4 and for consideration for promotion to CW5.

Warrant Officer Staff Course (WOSC) [Military education code — Q], staff training at grade level CW4, not required for USAR.

Warrant Officer Senior Staff Course (WOSSC) [Military education code — L], senior training at grade levels CW4(P) for those both designated for promotion to CW5 and filling an authorized CW5 position.

USAR warrant officers are eligible to attend WOAC after promotion to CW3. Plan to request a course quota the year after promotion.

Prerequisite Studies for Warrant Officer Advanced Course consists of thirteen subcourses:

Communication Arts; Historical Development of Staffing; Staff Skills, Roles, and Relationships; Military Decision Making; Quantitative Skills; Personnel Service Support; Staff Leadership and Management; Training Management; Budget; Tactical Sustainment; Reserve Components Mobilization; Force Integration; Comprehensive Examination.

You have two years to complete the course, and should begin it no later than your fifth year of warrant service. Again, contact Katha Nickerson at the Warrant Officer Career Center to apply.

CW3 Stone is a personnel manager for WO1 through CW4 at FTSMD

Officers receive comfiche, ORBs

FTSMD's Officer Management Division mailed copies of Personnel Electronic Records Management System or PERMS comfiche and an Officer Record Brief to every officer in the AGR program. The mailout, conducted in May, was to let every officer see exactly what personnel records information ARPERCEN had on the

PERMS comfiche. All officers are encouraged to check their comfiche and ORB carefully for accuracy and completeness. Any changes or corrections should be brought to the attention of an officer's personnel management officer at FTSMD. Any AGR officers that did not receive their comfiche and ORB should contact their PMO as well.

Date set for new OER

—— *emphasizes company grade leader development*

Use of a new officer evaluation report for the Reserve is scheduled to begin Oct. 1, 1998, upgrading a system that's been in place for 18 years.

The active Army transitions to the new OER Oct. 1, 1997. Some of the major changes are:

Senior rater evaluation —

In an attempt to curb OER inflation, senior raters may only top-block up to 49 percent of the officers rated (the new OER form has four blocks, the bottom block being "Don't retain").

The system automatically adjusts a top-block rating if the senior rater exceeds his/her 49 percent allowance.

For example, if a senior rater gives the very first officer rated a top-block, then rates the next officer a top-block, the second officer's OER will be adjusted to a two-block.

Junior officer development —

Raters of lieutenants and warrant officers (1) must prepare a top-down support form outlining tasks the rated officer must accom-

plish. Those tasks primarily will come from the unit's Mission Essential Task List and basic Army leadership competencies.

Raters must then conduct face-to-face counseling sessions quarterly.

Junior officers must still prepare a support form outlining personal goals.

A related component to junior officer development is the masking of second lieutenant OERs after selection to captain.

Uniforms — what's in, what's out

WASHINGTON (Army News Service, Jan. 27) — Many new Army uniform items will go into soldiers' duffel bags, while some old standbys will be "retired" with full honors.

Both short and long sleeve male AG 415 shirts without pleated pockets are being replaced by shirts with pleated pockets and in heavier material. The new short sleeve shirt will also have a stand-up collar. Mandatory possession date for the new shirts (two short sleeve and one long sleeve) is Oct. 1, 1999. The old shirts will not be authorized for wear after Sept. 30, 1999.

The female short and long sleeve shirt is being replaced by AG 415 short and long sleeve tuck-in shirt in heavier material. Mandatory possession date for both new shirts is Oct. 1, 1998. The old AG 415 shirt and the overblouse shirt is authorized for wear until Sept. 30, 1999.

Male and female Army green uniform AG 344 is replaced by Army green shade 489. Mandatory possession date for the new shade of the Army green uniform is Oct. 1, 1999. At that time, females must have one coat, two skirts and two pair of slacks; males must have one coat and two pair of trousers.

The AG 344 shade of the Army green uniform will not be authorized for wear after Sept. 30, 1999.

The Enhanced Hot Weather Battle Dress Uniform replaces the Hot Weather Battle Dress Uniform. Fabric changes from 100-percent cotton rip-stop poplin to 50 percent nylon/50 percent rip-stop. New EHWBDUs have

fused collar/pocket flaps, no waist tabs or knee pleats.

Mandatory possession date for the EHWBDU is Oct. 1, 1998. The HWBDU is out after Sept. 30, 1998.

The EHWBDU cap and the temperate BDU cap may be worn interchangeably with the EHWBDU/TBDU uniforms and HWBDU cap until the mandatory possession date of Oct. 1, 1997. On October 1, 1997, the EHWBDU cap will only be worn with EHWBDU, HWBDU, and the TBDU cap will be worn only with TBDU.

Mandatory possession date for the black all-weather coat, double breasted, belted, in a 65/35 poly/cotton fabric, is Oct. 1, 2001. The unbelted black all-weather coat and interim version double breasted coat, 50/50 poly cotton fabric will not be authorized for wear after Sept. 30, 2001.

Women's slack with belt loops replaces slacks without belt loops. Mandatory possession date for the new slacks with one inch black web belt and one and one-eighth inch yellow brass buckle is Oct. 1, 1998. The current dress slack is out after Sept. 30, 1999.

New female black oxford shoes replace the current version of the black oxford shoe. Mandatory possession date for the new shoes is Oct. 1, 1998. The current shoes will be out after Sept. 30, 1999.

The new neck tab replaces the current neck tab that fastened to the pile fastener underneath the collar of the women's AG 415 shirt. Mandatory possession date is Oct. 1, 1997. The current neck tab is out after Sept. 30, 1999.

VGLI changes affect reservists, retirees

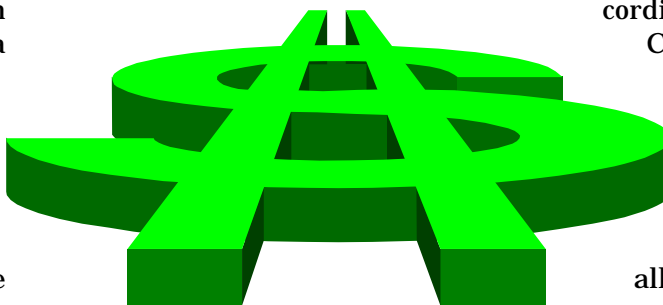
ROBINS AIR FORCE BASE, Ga., June 5, 1997 — Government life insurance coverage for reservists has changed to permit them to retain coverage if they separate before a 20-year retirement or become eligible to draw retirement pay.

According to the Department of Veterans Affairs, reservists and National Guard members can now generally apply for Veterans Group Life Insurance if they decide to separate before reaching a 20-year retirement.

The expansion of VGLI eligibility is among several insurance program changes under the Veterans Benefits Improvements Act, signed into law Oct. 9. Other changes include authorizing conversion of VGLI policies to commercial life insurance at any time, instead of waiting for the end of every five-year coverage period.

The legislation also eliminated the

Retired Reserve Servicemen's Group Life Insurance program.



Effective Jan. 6, policies under that program transferred under the VGLI program, say officials at Headquarters Air Force Reserve Command at Robins AFB.

Unlike the Retired Reserve SGLI, retired reservists can retain lifetime coverage under VGLI, instead of being cut off from coverage when drawing retired pay or reaching age

61. VGLI has a different premium schedule than Retired Reserve SGLI. Some will pay more, others less, according to Reserve officials.

Changes also permit premium payment options, something not available under Retired Reserve SGLI. Retirees can pay premiums from their retired pay by allotment, and a one-time annual payment qualifies for a one-month discount.

The new law also changed the name of SGLI from Servicemen's Group Life Insurance to the gender-neutral Servicemembers' Group Life Insurance.

People should contact their military personnel flight customer service unit if they have questions or want to update their existing policy. (Courtesy of AFRC and Air Force News Services)

Dental plan to take bigger bite

AURORA, Colo., June 5, 1997 — The monthly premium for the TRICARE Active-duty Family Member Dental Plan will increase Aug. 1.

The rate for a single enrollment will go up from the present \$7.19 per month to \$7.64. A family enrollment that now costs \$17.97 per month will be \$19.09.

Active-duty servicemembers will see the premium increase reflected

in their July Leave and Earnings Statements. Families who are signed up for the plan by their military sponsors on or after July 1 will be enrolled at the new rate.

The scheduled premium increases were proposed by the present contractor, United Concordia Companies, Inc., in its initial bid for the contract, to cover expected increases in program costs. The new premium amounts are still less than those that went into effect in April 1993, when the

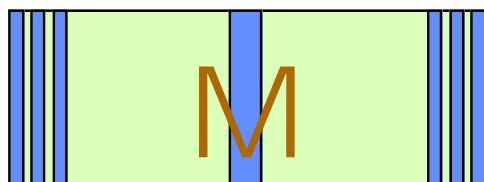
dental plan's benefits were expanded.

The monthly premium that active-duty service members have deducted from their paychecks represents 40 percent of the total premium cost for the plan. The other 60 percent is picked up by the government.

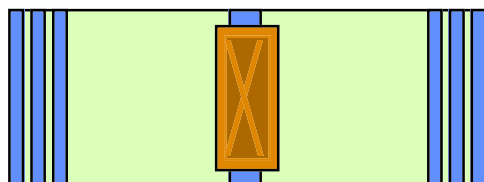
For information about the dental plan call United Concordia Companies, Inc., toll-free number 1-800-866-8499. (Courtesy Navy News Service)

New looks for AFRM

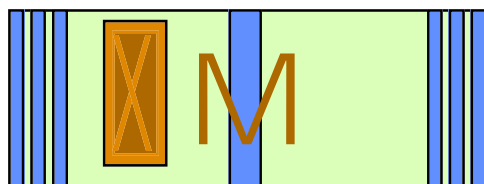
MILPER Message NR 96-196, paragraph 2e states, "If no 'M' device is authorized, the appropriate hourglass shall be positioned in the center of the ribbon. If no hourglass is authorized, the 'M' device shall be positioned in the center of the ribbon, followed by Arabic numerals indicating the number of times the device has been awarded, starting with the second award (no number is worn for the first award). If both the hourglass and the 'M' device are awarded, the hourglass or hourglasses shall be positioned in the first position on the ribbon (at the wearer's right), the 'M' device in the middle position, and the number of times the 'M' device has been awarded in the remaining position (at the wearer's left)." Due to the current confusion that exists in reference to the above statement, the following illustrations are provided:



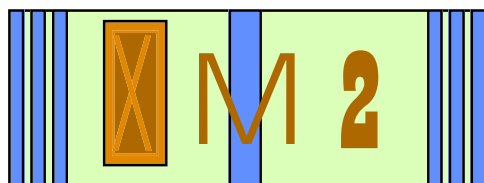
ONE "M" DEVICE AUTHORIZED
WITH LESS THAN 10 YEARS
RESERVE SERVICE



ONE TEN YEAR
AWARD AUTHORIZED



TEN YEAR AWARD AND ONE
"M" DEVICE AUTHORIZED



TEN YEAR AWARD AND TWO
"M" DEVICES AUTHORIZED

email us at . . .

Enlisted Management Division

Combat Arms/Combat Support Team

SFC Morales, Juan

SFC Jones, Michael

JUAN.MORALES@ARPSTL-EMH2.ARMY.MIL

MICHAEL.JONES@ARPSTL-EMH2.ARMY.MIL

Combat Service Support Team

SFC Williams, Louise

SSG Aboytes, David

SSG Polanski, Paul

SFC Marinello, Todd

SSG Hardy, Kathy

SFC O'Brien, Patricia

SFC Linder, Susan

SFC Taylor, Donald

LOUISE.WILLIAMS@ARPSTL-EMH2.ARMY.MIL

DAVID.ABOYTES@ARPSTL-EMH2.ARMY.MIL

PAUL.POLANSKI@ARPSTL-EMH2.ARMY.MIL

TODD.MARINELLO@ARPSTL-EMH2.ARMY.MIL

KATHY.HARDY@ARPSTL-EMH2.ARMY.MIL

PATRICIA.OBRIEN@ARPSTL-EMH2.ARMY.MIL

SUSAN.LINDER@ARPSTL-EMH2.ARMY.MIL

DONALD.TAYLOR@ARPSTL-EMH2.ARMY.MIL

Career Management Field 71 Team

SFC Long, Keith

SFC Bultman, Kenia

SSG Gholson, Gary

SSG Wallace, Larry

SSG Fillmore, John

SSG Hammond, Reggie

SFC Moss, Carolyn

SFC David, Michael

KEITH.LONG@ARPSTL-EMH2.ARMY.MIL

KENIA.BULTMAN@ARPSTL-EMH2.ARMY.MIL

GARY.GHOLSON@ARPSTL-EMH2.ARMY.MIL

LARRY.WALLACE@ARPSTL-EMH2.ARMY.MIL

JOHN.FILLMORE@ARPSTL-EMH2.ARMY.MIL

REGGIE.HAMMOND@ARPSTL-EMH2.ARMY.MIL

CAROLYN.MOSS@ARPSTL-EMH2.ARMY.MIL

MICHAEL.DAVID@ARPSTL-EMH2.ARMY.MIL

Career Management Field 79 Team

SFC Martz, Gary

SSG Haith, Wanda

SFC Herigstad, Keith

SFC Odell, David

MSG Shanks, Paul

SFC Bottila, Marjori

SSG Porter-Deal, Silva

GARY.MARTZ@ARPSTL-EMH2.ARMY.MIL

WANDA.HAITH@ARPSTL-EMH2.ARMY.MIL

KEITH.HERIGSTAD@ARPSTL-EMH2.ARMY.MIL

DAVID.ODELL@ARPSTL-EMH2.ARMY.MIL

PAUL.SHANKS@ARPSTL-EMH2.ARMY.MIL

MARJORI.BOTTILA@ARPSTL-EMH2.ARMY.MIL

SILVA.PORTERDEAL@ARPSTL-EMH2.ARMY.MIL

Officer Management Division

Operations

MAJ Dalton, Jack

MAJ Saltarelli, Michael

JACK.DALTON@ARPSTL-EMH2.ARMY.MIL

MICHAEL.SALTARELLI@ARPSTL-EMH2.ARMY.MIL

Team 1/CSS team

MAJ McEnaney, Maurice

MAJ McAllister, Gary

MAJ Graber, Jeffery

MAJ McKeithan, James

CPT Donovan, John

MAURICE.MCENANEY@ARPSTL-EMH2.ARMY.MIL

GARY.MCALLISTER@ARPSTL-EMH2.ARMY.MIL

JEFFERY.GRABER@ARPSTL-EMH2.ARMY.MIL

JAMES.MCKEITHAN@ARPSTL-EMH2.ARMY.MIL

JOHN.DONOVAN@ARPSTL-EMH2.ARMY.MIL

Team 2/CA/CS team

MAJ Pinkston, Roger

MAJ Williams, Jesse

MAJ Palmer, Janice

CPT Robinson, Jerry

ROGER.PINKSTON@ARPSTL-EMH2.ARMY.MIL

JESSE.WILLIAMS@ARPSTL-EMH2.ARMY.MIL

JANICE.PALMER@ARPSTL-EMH2.ARMY.MIL

JERRY.ROBINSON@ARPSTL-EMH2.ARMY.MIL

Team 3/Warrant Officer team

CW5 Schey, John

CW3 Stone, David

JOHN.SCHEY@ARPSTL-EMH2.ARMY.MIL

DAVID.STONE@ARPSTL-EMH2.ARMY.MIL

Senior Officer Enlisted Management Office

LTC Elliott, David

SGM Williams, Earl

DAVID.ELLIOTT@ARPSTL-EMH2.ARMY.MIL

EARL.WILLIAMS@ARPSTL-EMH2.ARMY.MIL

FULL TIME SUPPORT MANAGEMENT DIRECTORATE, P.O Box 46906, ST. LOUIS, MO 63146-6906

July 21, 1997

FTSMD uses an automated call processor (ACP) telephone system. Dial any of the three phone numbers below, then enter the four-digit extension as soon as the tone sounds. This will bypass the ACP menu and take you directly to your party. If you do not know the four-digit extension, the ACP menu choices will direct you to the right office.

FTSMD Comm (314) 263-9578
Toll free (800)-325-4118
DSN 693-9578

Format for telephone listings:
Extension; Incumbent; Position

HEADQUARTERS (ARPC-AR)

1504 COL Pittman, Bruce	Director
1504 Vacant	Deputy Director
1504 SGM Nicholas, Sam	Directorate SGM
1705 Bredensteiner, Charlotte	Mil. Per. Mgt. Spec.
1531 CW2 Marquez, Ernesto	Info Mgt Off
1520 CW4 Carpenter, Linda	Admin Officer

MILITARY TECHNICIAN SUPPORT OFFICE (ARPC-ARC)

1540 Mr. Krebs, Joe	Chief
1541 Mr. Loehring, Wayne	Mil. Per. Mgt. Spec.
1542 Mr. Sachs, Bill	Mil. Per. Mgt. Spec.

email: JOSEPH.KREBS@arpstl-emh2.army.mil
WAYNE.LOEHRING@arpstl-emh2.army.mil
WILLIAM.SACHS@arpstl-emh2.army.mil

ENLISTED MANAGEMENT DIVISION (ARPC-ARE)

1402 SGM Edmondson, Julian	Division Chief
1760 SSG McCreary, Chris	Operations NCO

Admin Branch

1305 SSG Hall, Jeffrey Branch Chief

Evaluations -- NCOERS

1398 SSG Vega, Maria	NCOIC
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Professional Development Branch

1772 MSG Papion, Sylvia	Branch Chief
1472 SFC Davis, Bonita	PDNCO (CMF 71)
1762 SFC Rivers, Ricky	PDNCO (CSS Tm)
1716 SSG Queirolo, Juana	PDNCO (USAREC & CA/CS Tm)

Special Actions Branch

1430 SFC Goldy, Maria	Branch Chief
1735 SSG Maymi, Ernest	Compassionates/ Relieved Recruiters
1733 SFC Brooks, Wanda	TDRL/Medical
1431 SFC Evans, M. David	Flags/Local bar to reenlistment
1732 SSG Kennedy, Jamie	QMP

Personnel Management Branch

1403 MSG Hall, Richard A.	Branch Chief
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Combat Arms/Combat Support Team

1740 SFC Morales, Juan	Team Chief
	11B/C/H, 12B/C/Z, 13B/C/E/F/Z, 19D/E/K/Z

1450 SFC Jones, Michael	31F/P/U/W, 37F, 38A, 39B, 51H/M/T/Z/, 52E/G, 54B, 62N, 81L, 82D, 95B/C/D, 96B/D/H, 97B/E, 98C/G/Z
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Combat Service Support Team

1460 SFC Williams, Louise	Team Chief
1462 SFC Marinello, Todd	63B (MSG)
	25Z, 45E/K, 52D/X, 55B, 63D/E/H/J/T/ W/Z, 67U/Z, 68X, 88H/K/L/M/N/P/T/ U/X/Z, 92R, 93P

1765 SSG Polanski, Paul	63B (SSG-SPC), 63S, 33T, 35E/J/W, 77F/L/W, 92G/M, 57E
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1461 SFC Aboytes, David	62B, 63B(SFC) 71G, 76J, 91A/B/C/E/R/S
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1764 SFC O'Brien, Patricia	92A (All) 92Y (SPC-SGT)
1464 SSG Hardy, Kathy	92Y (SSG - A-K)
1766 SFC Taylor, Donald	92Y (SSG - L-Z)
1463 SFC Linder, Susan	92Y (SFC-MSG)

Career Management Field 71 Team

1470 SFC Long, Keith	Team Chief
1475 SFC Bultman, Kenia	75H (All MSG and SFC A-K)
1773 SFC David, Michael	75H (SFC - L-Z)
1474 SSG Wallace, Larry	71L (A-I)
	74 B/C/G/Z All
1471 SSG Gholson, Gary	71L (J-Z), 71 D/M 46Q/R/Z
1776 SSG Hammond, Reggie	75H (skill 1-3)
1473 SFC Moss, Carolyn	75B (A-M), 75F All
1770 SSG Fillmore, John	75B (N-Z) 73C/D/Z

Career Management Field 79 Team

1480 SFC Martz, Gary	Team Chief
	Detail Recruiters
1481 SFC Bottila, Marjori	79R (2nd Brigade)
	79S(Retention NCO)
1482 SSG Porter, Silva	79S PERSCOM ISR
	79R (6th Brigade)
1483 Vacant	79R (5th Brigade)
1484 SSG Haith, Wanda	79R (1st Brigade)
1485 SFC Odell, David	79R (3rd Brigade)
1490 MSG Shanks, Paul	USAREC Liaison

Enlisted Records Management Teams

1217 SFC Fitzgerald, Theresa	Chief, Tm 1 (A-Go)
1771 SFC Schreiber, Jay	Chief, Tm 2 (Gr-O)
1763 SFC Mackin, Eberhard	Chief, Tm3 (P-

OFFICER MANAGEMENT DIVISION (ARPC-ARO)

1213 LTC Mallos, Christine	Division Chief
1211 LTC Dalton, Jack	Ops Officer
1212 MAJ Saltarelli, Michael	Systems Analyst
1233 CW5 Schey, John	Asst Ops Officer

OFFICER MANAGEMENT DIVISION (Cont.)

Records Team

1710 SFC Vickers, Carmen	Team Chief
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Team 1/CSS team

1251 MAJ McEnaney, Maurice	Team Chief
	91, 88, 74/90A (MS 67,70 Series)
1220 MAJ McAllister, Gary	56, 66, 55, 31,46A
1232 MAJ Graber, Jeff	92, 97
1252 MAJ McKeithan, Jim	42, 41, 04
1250 CPT Donovan, John	

Team 2/CA/CS team

1231 MAJ Pinkston, Roger	Team Chief
	11, 12, 13, 14, 54A
1230 MAJ Williams, Jesse	15, 38, 18, 39B, 50A and Psyops
1242 MAJ Palmer, Janice	21, 35
1241 CPT Robinson, Jerry	44, 25, 45, 49, 53

Team 3/Warrant Officers team

1233 CW5 Schey, John	Team Chief/CW5s
1253 CW3 Stone, David	WO1-CW4

OPERATIONS DIVISION (ARPC-ART)

1303 MAJ Nixon, Norma	Chief
1304 MAJ Kemp, Jeffrey	Operations Officer
1511 MSG Hickman, Ronnie	Operations NCOIC

Boards Team

1350 SSG Ping, Kevin	NCOIC
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Accessions Team

1702 SFC Bossard, Thomas	NCOIC (Enlisted)
1706 SFC Guild, Dawn	(Officers)

Command Actions Branch (Reg Acct Mgr)

1790 MSG Hickman, Ronnie	NCOIC, USARC
1791 SFC Quarterman, Tom	88th RSC
1792 SFC David, Brenda	USAREC
1794 SFC Ferguson, Robbin	70th, 96th RSCs
1798 SFC Miller, Curtis	90th, 63rd RSCs
1799 SSG Santizo, Erika	MACOMs, 9th, 65th ARCOMs
1391 SSG Toney, Sinita	77th, 89th, 99th RSCs
1397 SSG Murdock, Vincent	81st, 94th RSC

Separations, Extensions, Reenlistments and Retirements Section (SERRS)

1713 MSG Aldridge, Linda	Branch NCOIC
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Senior Officer Enlisted Management Office (ARPC-ARS)

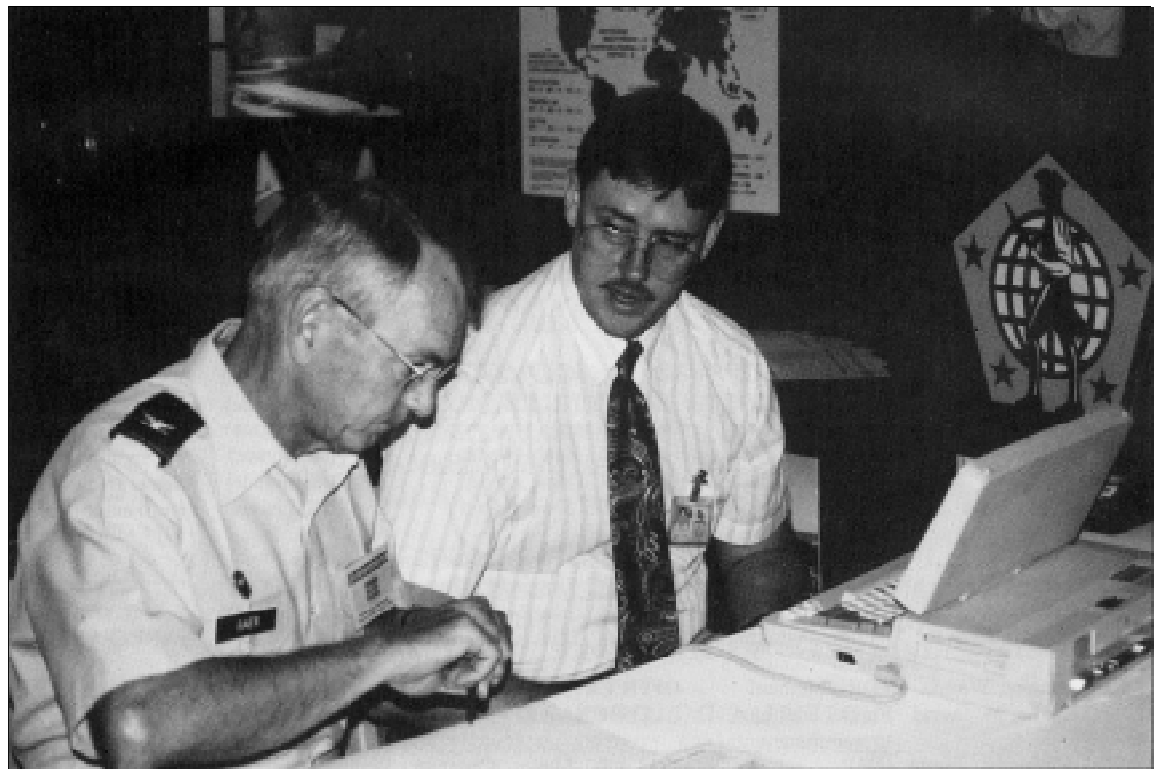
1570 LTC Elliott, David	Chief
	COL/LTC(P)s
1571 SGM Williams, Earl	SGMs/MSG (P)s
1573 LTC Thomas, Noel	Chief, Dist&Prog Dev.
1574 LTC Shaver, Chuck	Dist. & Prog Dev.



ARPERCEN— On the road again

A marketing team from ARPERCEN took its expertise on the road to the Reserve Officers Association (ROA) convention June 18-21 in Kansas City. The team consisted of representatives from ARPERCEN's personnel management, FTSMD, retirement points accounting and public affairs. Focus was on personnel management, AGR recruiting and the updating of retirement points for convention goers.

Photos by Maj. Boyd Collins, Public Affairs Office, ARPERCEN. Maj. Norma J. Nixon, Chief, Operations Division, FTSMD, shows Col. Teddy B. Baer the FTSMD display booth during the ROA Conference. Baer is a member of Joint Task Force Cabañas, Oklahoma City, Okla.



Col. Baer updates his retirement points with Dan Unger of ARPERCEN in the Retirement Points Accounting System (RPAS). Both the Army Reserve Personnel Center and Full Time Support Management Directorate manned display booths at the event.